



DM 0100-001

**United States
Department of
Agriculture**

Office of the Chief
Information Officer

PROCEDURES FOR PREPARING DEPARTMENTAL DIRECTIVES

DM 0100-001

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U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

DEPARTMENTAL MANUAL		Number: 0100-001
SUBJECT: Procedures for Preparing Departmental Directives	DATE: December 20, 2006	
	OPI: Office of the Chief Information Officer	

1. PURPOSE

The purpose of this Departmental Manual is to transmit the procedures to implement Departmental Regulation 0100-001, Departmental Directives System.

2. SPECIAL INSTRUCTIONS

- a. The proper process for the preparation, coordination and distribution of Departmental Directives is in this Departmental Manual.
- b. All Departmental Directives must be prepared using MS WORD.
- c. Departmental Directives that are not highly sensitive in nature and are not for a specialized audience will be posted to:
<http://www.ocio.usda.gov/directives/index.html>

3. CONTENTS, FORMAT, AND COPY REQUIREMENTS

The following information is needed when preparing Departmental Directives.

a. Required Sections.

Each directive **MUST** contain the following sections:

- (1) Purpose. Briefly state the purpose and scope of the directive and its applicability to various agencies and offices. Pertinent references to relevant laws, Executive Orders, external directives, etc., can be made here. If references are lengthy, a separate paragraph entitled

"REFERENCES" may be used.

- (2) Special Instructions/Cancellation. This Section may be entitled "SPECIAL INSTRUCTIONS", "CANCELLATION", or both as appropriate. Use it to provide special instructions or to cancel a previous directive.
- (3) Policy. Provide a brief summary of the principal policy promulgated in Departmental Regulations.
- (4) Procedures. Provide a section for Procedures when preparing Departmental Manuals that are relatively lengthy guidance and is procedural in nature.
- (5) Responsibilities. Identify responsible officials, offices, agencies, and functional specialists and their duties relative to the directive.

b. Optional Sections.

- (1) Background. Provide a brief summary of the historical information or the circumstance that necessitates the directive.
- (2) Abbreviations. Use to identify abbreviations used throughout the directive. It is not necessary to explain these abbreviations in the text.
- (3) Report(s). Identify any reports affected by the directive. Include complete title and number.
- (4) Form(s). Identify any forms affected by the directive. Include complete title and number.
- (5) Definitions. Use to provide meanings for words and phrases as they are to be interpreted in the context of the directive.
- (6) Additional Sections. After the preceding Sections, use additional Sections as appropriate to present the substance of the directive. Arrange the Sections in order of workflow occurrence, relative importance, or other logical sequence of presentation.

c. Additional Components of a Directive. In addition to the main

text, directives may include the following:

- (1) Covers. Departmental Regulations and Notices will normally be printed without covers. However, depending on the number of pages and the expected frequency for handling and referencing, the OPI may submit a request that the regulation be published with a cover. ALL MANUALS WILL HAVE COVERS
- (2) Forewords. Forewords are introductory messages that may be used as needed in directives that have a cover. Capitalize and center the word "FOREWORD" on the first introductory page, three lines above the text. Begin the foreword on a separate page, facing upward, preceding the first page of the directive. Normally, paragraphs in a foreword are not numbered. (See Figure 1)
- (3) Table of Contents.
 - (a) Directives with Covers. Use a Table of Contents in all directives with a cover. Begin the Table of Contents on a separate odd-numbered page. Completely capitalize and center the words "TABLE OF CONTENTS" three lines above the listing. (See Figure 2)
 - (b) Directives Without Covers. Use a Table of Contents for directives without covers when the directive consists of more than 4 pages. Instead of the words "TABLE OF CONTENTS", type the word "Section" 3 lines below the masthead and to the left hand side of the page. Two lines below the word Section list the Table of Contents. Three lines below the Table of Contents start the text of the directive. (See Figure 3)
- (4) Appendix. Use an Appendix for detailed procedural or supplementary material. Give each Appendix a short, descriptive title. Capitalize and center the title and the alphabetic appendix designation, three lines above the body of the Appendix. Number paragraphs in the text of an Appendix in the same manner used in the text of the directive.
- (5) Figure. Use a Figure for graphic presentations, forms, and illustrations. Give each Figure a short, descriptive title.

Capitalize and center the Figure designation (Arabic numerals; i.e., 1, 2, 3) six lines above the Figure followed by the title which is to be typed three lines above the form or illustration. If a Figure is in an Appendix, precede the Figure number with the Appendix number.

- (6) Table. Use a Table for listing data. Use the same numbering and titling conventions as for Figures but number separately.
- d. Specialized Components. FOR MANUALS ONLY. Manuals may be divided into chapters, parts, and Sections. THEY WILL ALL HAVE COVERS and TABLE of CONTENTS; they may have forewords.

- (1) Chapters. Give each chapter a brief, descriptive heading (title) and start it on an odd-numbered page. Designate chapters by Arabic Numerals that are preceded by the word CHAPTER (i.e., CHAPTER 1, CHAPTER 2, and CHAPTER 3). Capitalize the chapter designation and center it three lines below the preprinted masthead. Two lines below the chapter heading completely capitalize and center the title. Begin the text three lines below the title.

Begin each new chapter on an odd-numbered page, six lines from the top of the page and three lines above the Section(s) it encompasses. Number paragraphs in the text of a chapter. Number the pages consecutively. (See Figure 4)

- (2) Parts. Lengthy chapters, depending on their complexity, may be divided into parts. The first page of each new chapter will bear the chapter designation and title and the part number and title. Capitalize, center, and position the chapter designation and title on one line, three lines below the preprinted masthead. Capitalize, center, and position the part designation and title two lines below the chapter designation and title. Start the text three lines below the part number and title. (See Figure 5)

Begin each new part on an odd-numbered page, six lines from the top of the page and three lines above the Section(s) it encompasses. Capitalize and center the title two lines below the part number. The first page of each new part within a chapter will bear the new part number and title only (not the chapter and title).

- (3) Sections. Treat Sections as described in this Section. (See Figure 6)

e. Units of Text

- (1) The basic unit of text in a directive is the numbered Section.
- (2) A numbered Section may consist of a single paragraph or of several paragraphs and/or subparagraphs. Use subparagraphs to separate complex issues within paragraphs or to list conditions, exceptions, or procedures.
- (3) If paragraphs are subdivided, there must be at least two subparagraphs for every subdivision level.

f. Headings

- (1) Capitalize Section headings. Do not underscore. Omit period. Do not begin text on the same line.
- (2) Within each Section, as a rule, give first- and second-level subdivisions a brief, descriptive heading. When beneficial, use headings at any subdivision level provided each subparagraph within that specific subdivision bears a heading. Be consistent.
- (3) Capitalize the first letter of the first word and all major words in subdivision headings. Underline the heading. Close with a period and begin text on the same line unless the heading stands alone. In such cases, omit the period.

g. Numbering of Subdivisions

Number or letter all subdivisions as follows:

- (1) Section. Use Arabic numerals; i.e., 1., 2., 3., etc.
- (2) First Level Subdivision. Use small letters of the alphabet; i.e., a., b., c., etc.
- (3) Second Level Subdivision. Use Arabic numerals in parentheses; i.e., (1), (2), (3), etc.
- (4) Third Level Subdivision. Use small letters of the alphabet

in parentheses; i.e., (a), (b), (c), etc.

- (5) Fourth Level Subdivision. Use Arabic numerals underlined; i.e., 1, 2, 3, etc.

h. Spacing and Indenting

- (1) The general rule is set forth below and is illustrated in Figure 3. Additional guidance as necessary is in additional Figures throughout this manual.
- (a) Single space the text.
 - (b) Double space between paragraphs.
 - (c) Triple space between numbered Sections.
- (2) In cases where the items in a listing consist of one line each, as above, they should be single spaced.
- (3) The general rule for setting tabs is listed below with the margins in parentheses:
- (a) Section headings – Number (.5) (Indent) (1.0)
 - (b) First Level Subdivision - (Tab) (1.0) small alphabet letter (Indent) (1.5)
 - (c) Second Level Subdivision - (Tab) (Tab)(1.5) Arabic number in Parentheses (Indent)(2.0)
 - (d) Third Level Subdivision - (Tab) (Tab) (Tab) (2.0) small alphabet letter in Parentheses (Indent) (2.5)
 - (e) Fourth Level Subdivision - (Tab) (Tab) (Tab) (Tab) (2.5) Arabic number underlined.(Indent) (3.0)

- i. Font. Times New Roman, 12 characters to the inch, is the preferred type style. If you do vary from this type style, DO NOT USE a print that is smaller in height than is used in this directive, or has curlicues.

- j. Page Numbers. In the main text of a directive, use Arabic numerals centered one-half inch from the bottom of the page. Number pages consecutively, including pages that contain Figures or Tables. Begin numbering with the second page. Number Appendix pages A-1, A-2, A-3; B-1, B-2, B-3, etc. Use small Roman numerals for a foreword or Table of Contents.

- k. Paper Requirements. For the first and subsequent pages, type the first page of each directive on the appropriate guide sheet. Use

plain bond paper for all other pages.

1. END. To identify the last page of the basic portion of text type "END " centered 2 lines below the last line of text in the body of the directive, before any Appendices. (Do not use in Appendices.)

4. CLEARANCE PROCESS FOR DEPARTMENTAL REGULATIONS (DR), DEPARTMENTAL MANUALS (DM), SECRETARY'S MEMORANDA (SM), SECRETARY'S ANNOUNCEMENTS (SA) and DEPARTMENTAL NOTICES (DN)

Reviewers should focus attention on the impact to their organization and negotiating ways to accomplish the overall mission when providing comments to the originating office. Comments should be expressed using constructive feedback and provide suggestions for improvement and joint responsibility. In the case of technical manuals, non-technical reviewers should consider that material is intended for individuals with subject matter expertise and may not require that material be written in simpler terms. Prior to informal or formal clearances, the OPI should meet with their Directives System Liaison Officer (DSLO) to manage, control and coordinate the informal and formal coordination of directives. This will greatly speed the formal process and decrease the chances of last minute non-concurrence or substantive changes.

Typical document development and clearance process for Departmental Issuances are as follows:

- a. Internal Clearance. Office of Primary Interest (OPI) drafts the directive and clears it through an internal clearance process. The OPI is responsible for establishing its own internal clearance procedures. If comments are received from offices within the organization, address comments and incorporate as appropriate into the document. After completing the informal clearance with affected organizations, the OPI types the directive in final format on the proper Masthead (DR, DM, DN, or SM) and forwards to OCIO:
 - (1) A copy of the proposed directive, and
 - (2) A copy of Form AD-116, Clearance and Approval for Departmental Issuances (See Figure 7). This form should:
 - (a) Identify all clearance offices by organization and, if known, by name, title, and room number and the signature authority by name and title,
 - (b) Recommend a classification number, and

- (c) Establish a deadline date for clearance
- b. Preparing Form AD-116, Clearance and Approval for Departmental Issuances
 - (1) In block 1, show as simultaneous clearance. Each clearance office will get a copy at the same time, unless the directive is a rush. If it is a rush, put a note on the directive that it needs to be cleared by a certain date. The Office of Budget and Program Analysis (OBPA) and the Office of the General Counsel do not do simultaneous clearance.
 - (2) Items in blocks 2 through 6 are filled out with the appropriate information. (See Figure 7)
 - (3) In block 7, Clearance Originating Organization, should indicate persons at the Director/Administrator level and the next lowest level, or whatever the appropriate titles may be.
 - (4) In block 8, Other clearances, list the following clearance Officials.
 - (a) OCIO Directives Manager
 - (b) OES (To ensure the document is appropriate for the Secretary's signature.
 - (c) Any DA, or other Departmental/Offices
 - (d) OGC
 - (e) OBPA (last reviewer)
 - (f) OES (If a directives is signed in the Office of the Secretary, OES will deliver it to the Secretary's Office)
 - (g) OCIO Directives Manager for processing.
- c. Informal Clearance. OCIO will review the directive for appearance, format, clarity, and reviews all items on the Form AD-116, Clearance and Approval for Departmental Issuances for appropriate clearances. Upon completion of the review, OCIO will return the directive package to the originator along with any appropriate comments.
- d. Formal Clearance. OPI will make any changes received from OCIO before forwarding the package to the remaining clearance officials listed above. Clearance officials need to focus their comments on those matters that are within their functional area and:

- (1) Monitor clearances to ensure that established deadlines are met. If requested and justified, the OPI can grant an extension of the deadline date.
 - (a) Establish a realistic deadline date for clearance action (generally not to exceed 5 workdays per clearance office for DR's and 2 workdays per clearance office for DNs and SMs (DO NOT INCLUDE MAIL TIME). For DMs and longer DRs, the OPI may need to allow 10-20 days or longer depending on the complexity of the subject matter. The deadline date should be indicated in the appropriate block of the AD-116.
 - (b) If a clearance office cannot meet this deadline, it should notify the OPI and request an extension.
 - (c) Except for mandatory clearances, and unless more time has been allowed, assume concurrence by the clearance official if the clearance office does not respond within established deadlines. If an extension is granted by the OPI, the AD-116 concurrences can be faxed to the OPI to prevent a delay in the process.
- (2) Each originating office is encouraged to send directives electronically for review in lieu of a hard copy. The desired turn around time should determine the clearance method. Directives that are urgent and are not sent out electronically may be hand carried between clearance offices by the OPI. The methods that may be used are as follows:
 - (a) Simultaneous Clearance. The OPI attaches a copy of the AD-116 to each clearance office copy of the directive. Make a check mark next to the name and title on the AD-116 to identify each addressee and hand carry to the appropriate office.

The clearance official indicates the date the directive package was received and the date it was returned to the OPI. The clearance official also initials the appropriate column concurrence/nonconcurrence and returns the directive, the AD-116, and any comments to the OPI. For simultaneous clearances and those

sequential clearances which result in comments from clearance officials before approval by the signature authority, the OPI:

- 1 Determines which comments should be incorporated and revises the draft accordingly;
- 2 Obtains a second clearance from affected clearance officials if the directive is significantly revised; and
- 3 Prepares a memorandum to the signature authority explaining any recommendations not adopted and why. The names and titles of clearance officials who did not respond should also be included.

- b. Sequential Clearance. The OPI attaches an AD-116 to the directive identifying each clearance office in routing sequence and forwards the package to the first clearance office.

Each clearance official indicates the date the directive package was received and the date it was sent forward to the next office (or returned to the OPI). Each clearance official also initials the appropriate column of the AD-116 to indicate concurrence/nonconcurrence and forwards the package to the next clearance official unless issues need to be resolved with the OPI. If there are no issues, the last clearance official forwards the directive package to the signature authority.

A consolidated AD-116 may be made for the convenience of the signature authority with the individual AD-116's attached as backup.

- c. Mandatory Clearances. All directives must go through the following offices. The order for mandatory clearances is OCIO, OES (If documents are signed by the Secretary they will be cleared twice by OES), ASA (if appropriate), OGC, and OBPA. OGC and OBPA do NOT do simultaneous clearance.

- (1) Office of the Chief Information Officer (OCIO) will serve as a mandatory clearance for all Departmental directives and Secretary's Memoranda. List as the first and last clearance point on Form AD-116 in block 8, Other Clearances.

- (2) Office of the Executive Secretariat will review all documents signed by the Secretary twice. Once as part of the overall USDA review/clearance process to ensure that the document is appropriate for the Secretary's signature and again when the final signature package is delivered to OES for the Secretary's signature
- (3) Assistant Secretary for Administration (ASA) will review all Departmental directives signed by the Secretary, Deputy Secretary, and Under and Assistant Secretaries. The ASA's office will be responsible for having the directive cleared within the scope of the ASA's authority, to include a review by Office of Human Capital Management (OHCM), Labor Relations to determine if the Department has a national consultation obligation under 5 U.S.C. Chapter 71. Directives signed by Agency Head and Staff levels may still require review by OHCM, Labor Relations and should be consulted during this process.
- (4) Office of the General Counsel (OGC) will review all Departmental directives signed by the Secretary, Deputy Secretary, Under and Assistant Secretaries as well as those being signed at a lower level that have legal implications. OGC does not do simultaneous clearance. OGC will receive the directive after all other offices have cleared and before OBPA.
- (5) Office of Budget and Program Analysis (OBPA) will review and clear ALL Departmental directives. OBPA will receive the directive after OGC reviews and clears the directive. OBPA does not do simultaneous clearance.

d. Signature Authority Approval

- (1) DRs, DMs and DN's. The signature authority (The person that signs the directive in accordance with their delegated authorities and assigned functions) signs the AD 116 signifying approval of the directive. There are NO SIGNATURES ON DRs, DMs, and DN's. (If coordination is simultaneous, the signature authority need only sign the original AD 116). The complete directive package is returned to the OPI. The OPI forwards the directive, all copies of the AD-116s and the disk/CD to OCIO for review and processing.

- (2) SMs and SAs. Only the Secretary or Acting Secretary will sign Secretary's Memoranda and Secretary's Announcements. The original copy of Secretary's Memoranda and Announcements are also signed in addition to the AD-116. (See Figure 8)

5. REFERENCING PROCEDURES

To refer to one directive in another directive, use the directive series designator, number, and title the first time the directive is referenced (e.g., Manual). Thereafter, use only the series designator and number (e.g., DR 1010-001).

To refer to text within a directive, use the following conventions:

- | | | |
|----|--|---------------------------|
| a. | A Section: | Section 6 |
| b. | Several consecutive Sections: | Sections 5 through 9 |
| c. | Several nonconsecutive Sections: | Sections 2, 6, and 9 |
| d. | A subdivision: | Section 11c |
| e. | Several consecutive subdivisions: | Sections 3a through c |
| f. | A subdivision of a subdivision: | Section 2a(3) |
| g. | Several nonconsecutive subdivisions: | Section 2c(1) (3),and (8) |
| h. | A Figure or Table: | Figure 2, Table 2 |
| i. | A Figure within a Departmental Manual chapter (e.g., Figure 1 within chapter 3): | Figure 3-1 |
| j. | A Figure within an Appendix (e.g., Figure 5 within Appendix A): | Figure A-5 |
| k. | An Appendix: | Appendix A |

6. REVISION AND AMENDMENT PROCEDURES FOR REGULATIONS AND MANUALS.

The E-Government Act of 2002, Title 1, proposes that the Internet and other information technologies be used to improve the ability of the Government to achieve agency missions and to promote access to high quality government information and services across multiple channels. The USDA Directives Web page responds to these requirements by acting as a modern electronic repository and retrieval system for all Departmental directives. In many cases, this tool eliminates the need for offices to maintain hard copies of directives unless they are required on a regular basis to meet job or mission requirements.

- a. Amendments. Amendments will be published for changes that are minor in nature and do not substantially modify existing directive policy language or change agency responsibilities from the original directive. Since the Directives Web page is electronic, the method used to revise existing directives has also undergone change. Amended Directives will require that the OPI prepare an AD-812a, Amendment to Departmental Manual noting the changes, an AD-116, Clearance and Approval for Departmental Issuances marked with the term "Amendment", and the amended pages. This package will be reviewed and approved by the OPI and the Signature Authority. After the package is signed, the OPI will send a copy of the signed AD-116, 812a and the complete directive file containing the amended material electronically to the OCIO, Directives Manager. Directives will be loaded on the Web page to reflect the date modified. Amendments will be published on the Web page to provide a ready reference to updates in the original directive. (See Figure 9)
- b. Revision. Completely revise and reissue a DM when major areas in the Policy, Procedures and Responsibilities have modifications that add or substantially modify existing language or change workload from the original directive. Deletions in these areas would be amendments.

A revision of an existing DR or DM carries the same classification and serial number, but a new date. In the "CANCELLATIONS" Section, state that the new DR or DM is a revision of and cancels (number), (old date). Explain the nature of the revision in this Section or in the "PURPOSE" Section. When there is a complete revision do not use asterisks to identify changes in the text. DRs can be revised but not amended.

Use an AD-812a to issue amendments to DMs.

c. DRs, DN, SMs, and SAs

DRs, DN, SMs, and SAs CANNOT BE AMENDED; they must be reissued if information in the original is in error or omitted. The reissued directive carries the same classification number as the original, along with the same serial number. The new directive cancels the original. In the "CANCELLATIONS" Section, state that the new DRs, DN, SM, or SA cancels the (number) (old date).

d. Identification of Changes in Text

Use an asterisk in the left margin to indicate the material that has been changed. Do not use asterisks in the text. Delete old asterisks when making a new change to a page that has been previously changed. Asterisks will be used as follows:

- (1) Opposite each line where a change has been made;
- (2) Opposite a paragraph heading to signify several minor changes or extensive revision within that paragraph; and/or
- (3) Opposite a Section heading to signify several changes or extensive revision within that Section.

Do not use asterisks to identify correction of minor errors in spelling, punctuation, or grammar, etc. Do not use asterisks to denote changes in Figures or Tables when their use would be confusing.

e. Expanding Text for Departmental Manuals

Use the following guidelines to avoid renumbering and reprinting the entire regulation when inserting additional material.

- (1) Appendices. Additional Appendices will follow existing appendices. Use the next unassigned letter.
- (2) Paragraphs. When inserting a new paragraph BETWEEN existing paragraphs, number the new paragraph by using the preceding paragraph number followed by a dash and a consecutive Arabic numeral, e.g., 3a-1.
- (3) Figures and Tables. Number newly inserted Figures and Tables with the preceding Figure or Table number followed by a consecutive small letter of the alphabet.

- (4) Pages. When added text results in extra pages, retype only the pages whose text is changed by the insertion (e.g., if text is inserted on page 3, retype page 3, the new text, and page 4.) Number additional pages by using the preceding EVEN-NUMBERED page number, followed by a dash and a consecutive Arabic numeral. As an example: 4-1, 4-2, 4-3 (reverse blank).

NOTE: As appropriate, revise the Table of Contents to show the addition of information.

f. Withdrawing Text

Use the following guidelines to withdraw text as part of an amendment.

- (1) Sections, Paragraphs, Figures, or Tables. Reissue the page(s) showing deletion of a Section, paragraph, Figure, or Table. Use the word "WITHDRAWN" followed by the amendment number that requires the deletion. For example, if Section 6 is to be withdrawn:
 - (a) 6 (WITHDRAWN) Amendment 2
 - (b) As appropriate, revise the Table of Contents to show withdrawals.
- (2) Appendices. Show deletion of an appendix only in a Table of Contents if there is one. Use the word "WITHDRAWN" followed by the amendment number that requires the deletion.
- (3) Pages. Use the following examples as a guide when withdrawing pages from a regulation:
 - (a) Page 13 is withdrawn but not page 14. Reissue a blank page numbered "13." In the center of the page, show the word "WITHDRAWN" and the amendment number that requires the deletion. Print page 14 unchanged on the reverse side.
 - (b) Page 14 is deleted and no change is made to page 13. Reissue page 13 with its current date (and amendment number). Number page 14, and show the word "WITHDRAWN" in the center of the page and the amendment number.
 - (c) Pages 14 through 20 are deleted. Page 13 is printed

without any change. Number the reverse page as "14 through 20." Center the word "WITHDRAWN" on the page and the amendment number that requires the deletion.

7. DISTRIBUTION AND CLASSIFICATION DESCRIPTION

- a. Distribution System. Departmental directives will be distributed by electronically linking to the OCIO homepage. Departmental directives will be posted on the OCIO homepage within 5 business days of their release. Hard copy distribution of Departmental directives will be made in accordance with requests received from the Office of Primary Interest. These requests will be limited and well justified to prevent unnecessary paperwork dissemination.
- b. Classification System. The Departmental Directives Classification System is a comprehensive list of USDA's administrative subjects. It is adjusted, expanded, or deleted as needed. It is used in issuing, filing, and referencing Departmental directives. Classification numbers are based on subject matter; they are NOT reserved for individual organizations. Any USDA agency with a need to write directives on a given subject may do so.

All Departmental directives will be assigned a subject classification number in accordance with the subject classification codes which are contained in this directive.

- c. Identifying Codes. All Office of Human Capital Management Regulations, Manuals and Notices will be assigned a two-part identifying code. The first number consists of a classification code assigned to Human Capital Management within the Departmental Directives System. The second number is a further refinement of the Departmental Directives System within Human Resources based on applicable chapter reference from Title 5, Code of Federal Regulations.

Under this system, directives will be numbered using two components; the first component will be the applicable Departmental administrative classification for Human Resources and the second will be the applicable CFR chapter reference. For example, if the Office of Human Capital Management issued a new merit promotion plan as an issuance under Promotion and Internal Placement, its classification would be DM 4030-335,

broken down as follows: “DM” (indicates it’s a manual) “4030” (“Employment” First component), and “335” (from “5 CFR 335 Promotion and Internal Placement”). Departmental Regulations and Notices will be numbered in the same manner, the only difference being the title, i.e., Departmental Regulation or Departmental Notice (DN).

d. Classifying Directives

(1) Originators of Departmental Directives will:

- (a) Select a code from the subject classification codes. The code should identify the subject matter of the proposed directive as narrowly and completely as possible; and
- (b) Recommend the proposed code on the AD-116 be submitted prior to formal clearance of the directive.

e. Assigning Classification Numbers.

- (1) When More Than One Subject Is Involved. When a directive can be classified under more than one classification number, the OPI should determine which subject captures the principal message of the directive.
- (2) Within a Directives Series. Assign serial numbers consecutively within each series.

f. Changes to the Classification System. Recipients of Departmental issuances will be notified of any changes to the classification system and given an opportunity to request copies of any new information.

The following is the Department’s Classification system

DEPARTMENTAL CLASSIFICATION SYSTEM**100 DEPARTMENTAL DIRECTIVES SYSTEM**

- 0100 Procedures for Preparing Departmental Directives
- 0110 Directive Systems Management and Operation
- 0120 Classification
- 0130 Distribution Codes
- 0140 Indexing

1000-1999 GENERAL MANAGEMENT AND ADMINISTRATION**1000 ORGANIZATION, AUTHORITIES, AND FUNCTIONS**

- 1010 Organization
- 1011 Principles of Organization (General)
- 1012 Organization Planning
- 1013 Manpower Planning
- 1020 Statements of Missions and Functions
- 1030 Delegations of Authority
- 1040 Committees and Boards
 - 1041 Committee Management
 - 1042 Statutory Advisory Committees
 - 1043 Nonstatutory Committees
 - 1044 Other Committees and Boards
- 1050 Intradepartment Relations
 - 1051 Relations with Field Activities

1100 MANAGEMENT IMPROVEMENT

- 1110 Management Policies and Procedures
- 1120 Management Systems Development
 - 1121 Project Management
- 1130 Management Studies and Analyses

- 1131 Workload Analysis and Measurement
- 1132 Productivity Analysis

1140 Management Improvement Programs

1200 PROGRAM PLANNING AND EVALUATION

- 1210 Program Goals and Objectives
- 1220 Program Planning
- 1230 Program Review and Evaluation
- 1240 Program Impact Analysis
- 1250 Program Decision Systems
- 1260 Legislative Programs and Reports

1300 EXTERNAL RELATIONS

1310 Executive Branch Relations

- 1311 White House and Executive Office Relations
- 1312 Interdepartmental Relations
- 1313 Temporary Agencies, Commissions, Task Forces, etc.
- 1314 Formal Agreements and Memoranda of Understanding

1320 Legislative Branch Relations

- 1321 Senate Relations
- 1322 House of Representatives Relations
- 1323 Congressional Hearings and Testimony
- 1324 GAO/GPO/Other Legislative Branch Relations
- 1325 Reports to Congress

- 1330 Judicial Branch Relations
- 1340 State and Local Agency Relations
- 1350 International Relations
- 1360 Public and Special Interest Groups and Organizations
- 1370 Industrial and Commercial Organizations
- 1380 Professional Societies and Associations
- 1390 Educational Institutions (including Libraries, Museums, etc.)

1400 PUBLIC AFFAIRS

- 1410 Publishing
- 1420 Composition and Printing

- 1421 Copy and Duplication
- 1422 Photocomposition

- 1430 Publication Distribution
- 1440 News Releases, Speeches and Current Information
- 1450 Radio and Television
- 1460 Media and Public Liaison
- 1470 Graphic and Exhibit Design
- 1480 Photography
- 1490 Video and Film

1500 LEGAL AFFAIRS AND PROCEEDINGS

- 1510 Coordination and Clearance Services
 - 1511 Legislative Review
 - 1512 Regulatory and Program Review
 - 1513 Legal Advice and Opinions
- 1520 Legal Proceedings
 - 1521 Departmental and Administrative Proceedings
 - 1522 Judicial Proceedings
- 1530 Employee Involvement in Legal Proceedings

1600 FACILITIES AND SPACE MANAGEMENT

- 1610 Space Planning, Classification, and SLUC
- 1620 Space Acquisition and Assignment
- 1630 Space Utilization
- 1640 Alterations and Maintenance
- 1650 Building Safety/Security
- 1660 Parking Services
- 1670 Utility Services
- 1680 Conference Rooms/Auditoriums/Vendor Services

1700 INVESTIGATIONS AND AUDITS

- 1710 Investigations
- 1720 Audits

1800 EMERGENCY PREPAREDNESS AND CONTINGENCY PLANNING

- 1810 Emergency Procedures and Planning (Crisis Management)

- 1820 Civil Defense Program
- 1830 Nature and Other Disasters

2000-2999 BUDGET AND FINANCE

2000 BUDGET DEVELOPMENT, PRESENTATION, AND EXECUTION

- 2010 Budget Planning
- 2020 Budget Development
- 2030 Budget Presentation
- 2040 Budget Execution
- 2050 Budget Reporting

2100 FINANCIAL MANAGEMENT/ACCOUNTING

- 2110 Accounting Systems
- 2120 Cash Management
- 2130 Debt Management
- 2140 Liabilities
- 2150 Revenues
- 2160 Cost Distribution
- 2170 Cost Determination (A-76)
- 2180 Property

2200 FISCAL MANAGEMENT

- 2210 Appropriations, Receipts, and Fund Accounts
- 2220 Collections
- 2230 Obligations
- 2240 Disbursements
- 2250 Imprest Funds
- 2260 Withdrawals, Restorations, and Transfers of Appropriation
Balances
- 2270 Account Table Officers
- 2280 Fiscal and Accounting Codes

2300 TRAVEL AND TRANSPORTATION

- 2310 Temporary Duty Travel-Domestic
- 2320 Temporary Duty Travel-Foreign
- 2330 Relocation
- 2340 Sickness or Death while in Travel Status
- 2350 Transportation of Things

2400 FEDERAL ASSISTANCE

- 2410 Educational Institutions
- 2420 State and Local Governments
- 2430 Institutions of Higher Education, Hospitals, and Other Non-Profit Organizations
- 2440 Loans
- 2450 Grants

2500 CLAIMS

- 2510 Claims against the U.S.
- 2520 Debt Claims
- 2530 Dual Compensation Debts
- 2540 Damage/Loss of Government Property
- 2550 Damage/Loss of Shipments
- 2560 Irregularities/Discrepancies
- 2570 Waivers

2600 PAY AND ALLOWANCES

- 2610 Internal Control
- 2620 Principles and Standards
- 2630 Special Allowances to Civilian Employees

3000-3999 INFORMATION RESOURCES MANAGEMENT

3000 RECORDS MANAGEMENT

- 3010 Directives Management
- 3020 Forms Management
- 3030 Reports Management
 - 3031 Public Paperwork Burden Control
- 3040 Files Management
- 3050 Mail Management
 - 3051 Automated Mailing Lists
 - 3052 Messenger Services
- 3060 Correspondence Management
- 3070 Micrographics Management
- 3080 Records Disposition
- 3090 Vital Records

3100 MANAGEMENT OF INFORMATION RESOURCES

- 3110 Planning
 - 3111 Long Range Planning
 - 3112 Capacity Planning
- 3120 Standards
- 3130 Technical Approval
- 3140 Security
- 3150 Review and Evaluation

3200 ADP MANAGEMENT

- 3210 Design and Development
- 3220 Resource Acquisition
- 3230 Resource Utilization
- 3240 Operations

3300 TELECOMMUNICATIONS MANAGEMENT

- 3310 Voice Telecommunications
- 3320 Data Telecommunications
- 3330 Radio Communications
- 3340 Employee Locator Services

3400 INFORMATION MANAGEMENT

- 3410 Information Collection
- 3420 Information Dissemination
- 3430 Information Sharing
- 3440 Classified and Sensitive Information
- 3450 FOIA and Privacy

3500 CYBER SECURITY

- 3505 USDA Computer Incident Response Procedures
- 3510 USDA Information Technology (IT) Restricted Space
- 3515 Privacy Requirements
- 3520 Configuration Management
- 3525 USDA Internet and E-mail Security
- 3530 USDA Security Protection
- 3535 C2 Controlled Access Protection-General Information
- 3540 Risk Management Program
- 3545 Personnel Security
- 3550 Information Technology Systems

- 3560 Capital Planning and Investment Control (CPIC) for Security
- 3565 Cyber Security Plans
- 3570 IT Contingency and Disaster Planning
- 3573 Security Controls
- 3595 USDA Cyber Security Manual Series 3500 Appendix A Glossary

3600 INFORMATION AND TECHNOLOGY TRANSFORMATION


- 3600 USDA Information and Technology Transformation
- 3610 USDA eAuthentication Service
- 3620 USDA eLearning Services, Courseware and Content
- 3630 USDA Enterprise Shared Services

3800 COMMON IDENTIFICATION STANDARDS

3900 SERVICE CENTER TECHNOLOGY MODERNIZATION INFORMATION

3900-001 Service Center Technology Modernization Project, Information Technology (IT) Policy Issuances

4000 HUMAN RESOURCES MANAGEMENT

-  0 Strategic Human Capital Management and Human Resources Delegations
 - 001 Delegations of Authority
 - 010 Strategic Human Capital Management
 - 171 OHRM Directives System
- 4020 General Personnel Provisions, Personnel Records, and Actions
 - 211 Veteran Preference
 - 212 Competitive Service & Competitive Status
 - 213 Excepted Service
 - 250 Oversight & Evaluation
 - 251 Employee Organizations
 - 293 Personnel Records
 - 294 Freedom of Information
 - 297 Privacy
- 4030 Employment
 - 300 Employment
 - 307 Veteran Readjustment Act
 - 308 Volunteer Service

- 310 Employment of Relatives
- 311 Workforce Planning
- 315 Career & Career Conditional Employment
- 316 Temporary & Term Employment
- 317 SES Employment
- 319 Senior level & Scientific & Professional positions
- 330 Recruitment, Selection & Placement
- 332 Recruitment & Selection through Competitive Exams
- 333 Recruitment & Selection for Temp & Term Appts Outside Registers
- 334 Temp Assignments between & Outside Federal Agencies
- 335 Promotion & Internal Placement
- 337 Examining System
- 338 Qualifications Requirements
- 339 Medical Qualification Determinations
- 340 Other than Full Time Career Employment
- 351 Reduction in Force
- 352 Employment Rights
- 353 Restoration of Duty
- 359 Removal from the SES and Placement Rights
- 362 Presidential Management Intern Program

- 4040 Employee Performance and Development
 - 410 Training
 - 412 Executive Management & Supervisory Development
 - 430 Performance Management
 - 432 Performance Based Actions
 - 451 Awards

- 4050 Position Classification, Pay and Allowances
 - 511 Classification under the General Schedule
 - 530 Pay Rates & Systems
 - 531 Pay under the General Schedule
 - 532 Prevailing Rate Systems
 - 534 Pay Under Other Systems
 - 536 Grade & Pay Retention
 - 537 Repayment of Student Loans
 - 550 Pay Administration
 - 551 Pay Administration under FLSA
 - 553 Reemployment of Military and Civilian Retirees
 - 572 Travel & Transport Expenses – Appointees & Interviews
 - 575 Recruitment & Relocation Bonuses
 - 576 Voluntary Separation Incentive Payments
 - 581 Processing Garnishment Order & Child Support
 - 591 Allowances and Differentials
 - 592 Overseas Allowances and Differentials

- 594 Hostile Fire Pay
- 595 Physicians' Comparability Allowances

4060 Attendance and Leave

- 610 Hours of Duty
- 630 Absence & Leave

4070 Personnel Relations

- 711 Labor Relations
- 720 Affirmative Employment Programs
- 731 Suitability
- 734 Political Activities
- 735 Employee Responsibilities & Conduct
- 736 Personnel Investigations
- 751 Discipline
- 752 Adverse Actions
- 771 Agency Administrative Grievance System
- 792 Federal Employee Health & Counseling Programs

4080 Employee Benefits

- 811 Employee Work Life Programs
- 830 CSRS Retirement
- 840 FERS Retirement
- 870 Federal Employees Group Life Programs
- 875 Professional Liability Insurance
- 880 Federal Employee Long Term Care Programs
- 890 Federal Employee Health Benefit Program
- 1600 Thrift Savings Plan

4090 Senior Executive Service and Other special positions

- 900 Intergovernmental Personnel Act Programs
- 910 Demonstration Projects

4100 RESERVED

4200 RESERVED

4300 EQUAL OPPORTUNITY

- 4310 Affirmative Action
- 4320 Complaint Investigations
- 4330 Compliance
- 4340 Civil Rights Impact Statements

- 4350 Equal Opportunity in Housing
- 4360 Outreach-Public Notification
- 4370 Data Collection and Evaluation

4400 SAFETY AND HEALTH

- 4410 Program Management
- 4420 Education/Training
- 4430 Employee Services
- 4440 Supervision
- 4450 Evaluation

4600 PERSONNEL SECURITY

- 4610 Security Clearance
- 4620 Identification Cards, Passes, and Badges

4700 ALTERNATIVE DISPUTE RESOLUTION

- 4710 Alternative Dispute Resolution

5000-5999 PROPERTY AND RESOURCE MANAGEMENT

5000 PROCUREMENT MANAGEMENT

- 5010 USDA Procurement Reporting System
- 5020 Debarred, Suspended, and Ineligible Bidders
- 5030 Sureties
- 5040 ADP
- 5050 Labor Standards
- 5060 Departmental Blanket Purchase Arrangements
- 5070 Consulting Services
- 5080 Disputes
- 5090 Socioeconomic Procurement

5100 REAL PROPERTY MANAGEMENT

- 5110 Acquisitions
 - 5111 Purchase, Donations, Exchanges, Transfers
 - 5112 Leasing
- 5120 Utilization
- 5130 Disposition

- 5140 Historical Significance/Preservation
- 5150 Relocation Assistance
- 5160 Use of Official Agency Symbols

5200 PERSONAL PROPERTY MANAGEMENT

5300 SUPPLY MANAGEMENT

5400 FLEET MANAGEMENT

5500 ENERGY MANAGEMENT

5600 ENVIRONMENTAL PROTECTION

5700 PATENTS, COPYRIGHTS, AND TRADEMARKS

6000-8999 RESERVED

9000-9999 PROGRAM AREAS

9000 FOOD AND CONSUMER PROGRAMS

9100 MARKETING AND TRANSPORTATION PROGRAMS

9200 INTERNATIONAL AFFAIRS PROGRAMS

9300 COMMODITY PROGRAMS

9400 RURAL DEVELOPMENT PROGRAMS

9500 NATURAL RESOURCES AND ENVIRONMENTAL PROGRAMS

9600 SCIENTIFIC AND EDUCATION PROGRAMS

9700 SOCIOECONOMIC PROGRAMS

- 9710 Preference Programs
- 9720 Minority Bank Deposit Programs

9800 ECONOMIC AND STATISTICS PROGRAMS

8. FORMS

Use the following forms to prepare, clear, and issue Departmental directives. These forms are available electronically at <http://www.ocio.usda.gov/forms/index.html> or hard copies are available through the Beltsville Service Center.

- a. Form AD-116: Clearance and Approval for Departmental Issuances
- b. Form AD-778: Secretary's Memorandum (first page)
- c. Form AD-778a: Secretary's Announcement
- d. Form AD-811: Departmental Regulation (first page)
- e. Form AD-812: Departmental Manual (first page)
- f. Form AD-812a: Amendment to Departmental Manual
- g. Form AD-813: Departmental Notice (first page)
- h. Form AD-814: Second page (Optional) to all Directives pages listed above

-END-

FIGURE 1

SAMPLE FOREWORD FORMAT

FOREWORD

Three Lines
Between Title
and Text

The Department of Agriculture (USDA) recognizes that all its employees need the tools necessary to be productive, and that making reasonable accommodation is simply a way of providing the tools needed to accomplish its mission. An employee with a disability need only request an accommodation of the immediate or first line supervisor, who, in many instances is authorized via these procedures to provide the accommodation.

This manual sets forth the procedures to be used, if necessary, when considering the provision of reasonable accommodation to employees and applicants with disabilities. In the majority of situations, providing a reasonable accommodation is simple, quick and inexpensive. The procedures set forth in this manual shall be used for record keeping purposes to document reasonable accommodation requests, grant or deny requests. The procedures shall also be used to request documentation in cases when the disability and/or the need for accommodation is not obvious.

Requests for accommodation must be considered on a case-by-case basis, and, in the majority of cases, can be resolved between employee and supervisor. It is imperative for the employee with a disability to be involved and consulted regarding specific accommodations needed and other aspects of reasonable accommodation through an interactive process. These procedures outline who may be involved in this interactive process.

USDA agencies have been directed to establish central funds for accommodations within their own budgets so that agencies' individual offices or units are not reluctant to fund accommodations that cost money. Although some accommodations, (e.g., equipment, hardware, software) may cost money, many others (e.g., alternative work schedules, leave, modifying policy or procedures, relocating an office) to name a few, cost little or nothing to implement. Therefore, using "monetary cost" as a basis for an undue hardship claim is not easily defensible.

USDA is committed to a simple and streamlined process for providing reasonable accommodation. As a model employer and pursuant to Departmental Regulation (DR) 4300-8, USDA may take steps, as appropriate, beyond those required by the reasonable accommodation process.

These reasonable accommodation procedures will help make USDA the "Employer of Choice".

FIGURE 2

FORMAT FOR TABLE OF CONTENTS

REASONABLE ACCOMMODATION PROCEDURES

TABLE OF CONTENTS

	<u>Page</u>
Table of contents	i
Foreword	iii
1 Purpose	1
2 Definitions	1
3 Roles/Responsibilities	3
4 Requesting an accommodation	5
5 Written requests for record keeping purposes	5
6 Interactive process	6
7 Determining if the individual requesting the accommodation has a disability. Requests for medical information	7
8 Confidentiality requirements regarding the reasonable accommodation process	8
9 Time frames for processing requests and providing reasonable accommodation	9
10 Granting a reasonable accommodation request	11
11 Denial of reasonable accommodation request	11
12 Information tracking and reporting	11
APPENDICES	
A Confirmation of request for reasonable accommodation	A1
B Reasonable accommodation information reporting form	B1
C Denial of reasonable accommodation request	C1

FIGURE 3

FORMAT FOR TABLE OF CONTENTS TYPED ON PAGE 1 OF
DEPARTMENTAL REGULATIONS

U.S. DEPARTMENT OF AGRICULTURE
 WASHINGTON, D.C. 20250

DEPARTMENTAL REGULATION		XXXXX
SUBJECT: XXXXXXX XXX XXXXXXX	DATE: XXXXX XX XXXXX OPR: XXXXXX XX XXXXXXX XXXXXXX	

Section		Page
1	Purpose	1
2	Special Instructions	1
3	Policy	1
4	Abbreviations	2
5	Forms	2
6	Definitions	2
7	Responsibilities	5

Leave 3 Lines
Between
Heading and
Table of
Contents

Leave 3 Lines
Between
Table of
Contents and
First Section

1. PURPOSE

XX

XX

XX

2. SPECIAL INSTRUCTIONS

a. XXXXXXXXXXXX XX

XXXXXXXXXXXXXXXXXXXX

(1) XXXXXXXXXXXXXXX

(2) XXXXXXXXXXXXXXX

(3) XXXXXXXXXXXXXXX

(4) XXXXXXXXXXXXXXX

(5) XXXXXXXXXXXXXXX

b. XXXXXXXXXXXX

(1) XXXXXXXXXXXXXXX

(2) XXXXXXXXXXXXXXX

3. POLICY

XX

XX

XX

DISTRIBUTION:

Note: One-Line
Tabular Listings
May Be Single
Spaced

FIGURE 4

FORMAT FOR PAGE 1 OF A MANUAL THAT IS DIVIDED INTO CHAPTERS

U.S. Department of Agriculture
Washington, D.C.

DEPARTMENTAL MANUAL		NUMBER: 3575-000
SUBJECT: Security Controls	DATE	
	OPI: OCIO, Cyber Security	

CHAPTER 15

GENERAL INFORMATION

1. PURPOSE

This Departmental Manual chapter defines security control requirements in terms of System Rules, Access, Management, Technical and Environmental Controls, Audits and Compliance, Security Performance Measures and Security Controls in the Systems Life Cycle (SLC)/Systems Development Life Cycle (SDLC).

Part 1, specifies those security controls to be used in conjunction with the SLC/SDLC.

2. CANCELLATION

This Departmental Manual will be in effect until superceded.

3. REFERENCES

Records Management by Federal Agencies, 44 U.S. Chapter 21, 29, 31;

Disposal of Records, 44 U.S.C. Chapter 33;

DR 3080-001 Records Management;

36 CFR Part 1234, Management of Electronic Records;

36 CFR Part 1228 Expanding Transfer Options for Electronic Records;

FIGURE 5

FORMAT FOR PAGE 1 OF A MANUAL THAT IS DIVIDED INTO
CHAPTERS AND PARTS

CHAPTER 15, PART 1

SECURITY CONTROLS IN THE SYSTEM LIFE CYCLE /SYSTEMS
DEVELOPMENT LIFE CYCLE

1. BACKGROUND

USDA has traditionally depended upon diverse and rapidly changing commercially available IT resources to support its business practices and deliver services to the public. Often those resources have been implemented without consideration or implementation of minimum secure access controls and therefore, leaves sensitive information vulnerable to exploitation. The current heightened sense of national alert and the administration's focus on the security of Federal Information Technology (IT) assets requires that USDA take immediate action to secure our systems.

Including security early in the information System Life Cycle (SLC)/System Development Life Cycle (SDLC) will usually result in less expensive and more effective security than adding it after a system is operational. This guide presents a framework for incorporating security into all phases of the SLC/SDLC process, from inception to disposal. This document is a guide to help agencies select and acquire cost-effective security controls by explaining how to include information system security requirements in appropriate phases of the SLC/SDLC.

A general SLC/SDLC is discussed in this guide that includes the following phases: initiation, acquisition/development, implementation, operations/maintenance, and disposition. Each of these five phases includes a minimum set of security steps needed to effectively incorporate security into a system during its development. An organization will either use the general SLC/SDLC described in this document or will have developed a tailored SLC/SDLC that meets their specific needs. In either case, it is recommended that organizations incorporate the associated IT security steps of this general SLC/SDLC found in Figure 1 into their development process:

FIGURE 6

SAMPLE FORMAT FOR FIRST PAGE OF DEPARTMENTAL REGULATIONS,
DEARTMENTAL MANUALS AND DEPARTMENTAL NOTICES

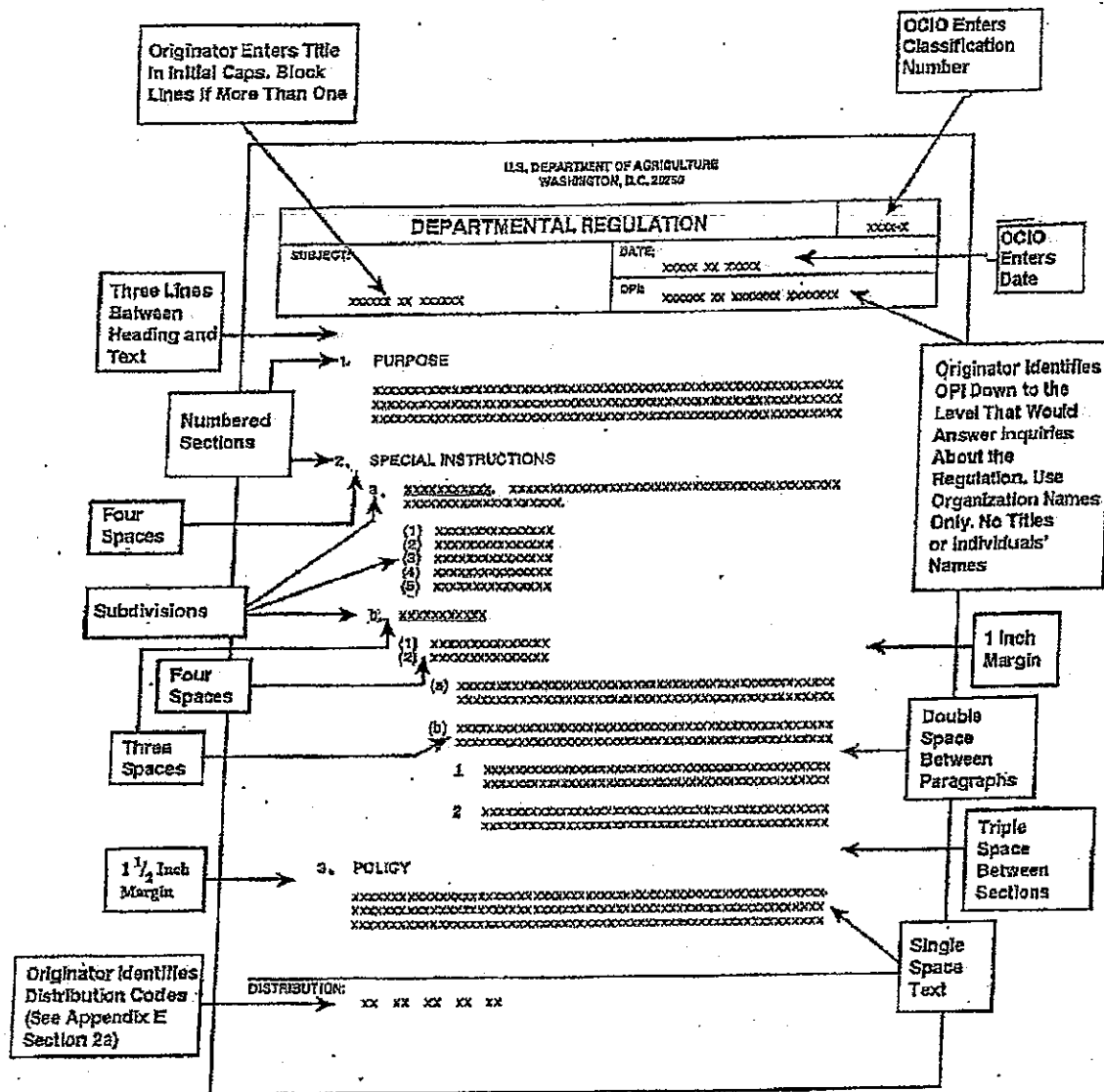


FIGURE 7

AD116**CLEARANCE AND APPROVAL FOR DEPARTMENTAL ISSUANCES
UNITED STATES DEPARTMENT OF AGRICULTURE**

1	TYPE OF CLEARANCE / ACTION	Simultaneous <input type="checkbox"/> <input checked="" type="checkbox"/>	Sequential <input type="checkbox"/> <input type="checkbox"/>	New <input type="checkbox"/> <input checked="" type="checkbox"/>	Revised <input type="checkbox"/> <input type="checkbox"/>	Amended <input type="checkbox"/> <input type="checkbox"/>	
2	CLASSIFICATION NUMBER AND TITLE	DM 0100-001 PROCEDURES FOR PREPARING DEPARTMENTAL DIRECTIVES					
3	INDEX TERMS						
4	ORIGINATOR	Name Sharon Curtis	Room Number 405-W	Extension 720-9270	Date	OPI OCIO	
5	FORMS AND REPORTS CLEARANCE	Forms	Date	Reports	Date		
6	CLEARANCE DEADLINE / DISTRIBUTION	Complete by (date) NOVEMBER 20, 2006		Distribution Codes ELECTRONIC			
7	CLEARANCE ORIGINATING ORGANIZATION	Name	Title	Room Number	Date In Out	Initials	
		Chris Niedermayer	Assoc. CIO for ITM	405-W			
		Megen Davis	Deputy CIO for ITM	405-W			
		Jerry Williams	Deputy CIO	414-w			
		Dave Combs	Chief Information Officer	414-W			
8	OTHER CLEARANCES <small>See specific instructions on reverse</small>	Organization Abbreviations	Name and Title	Room Number	Date In Out	Concur no comment comment s	Nonconcur comments attached
		OCIO	SHARON CURTIS	409-W			
		OES	DIRECTOR	116-A			
		SEC	ASST. SEC. FOR ADMIN	209-W			
		OGC	OGC	107-W			
		OBPA	DIRECTOR	100-A			
		OES	DIRECTOR	116-A			
		OCIO	SHARON CURTIS	409-A			
9	REMARKS	(for additional space attach paper)					
10	SIGNATURE AUTHORITY	Signature	Title	Date			

Form AD-116, SEPT 82

SAMPLE FORMAT FOR SECRETARY'S MEMORANDUM

OCIO
ENTERS
DATE

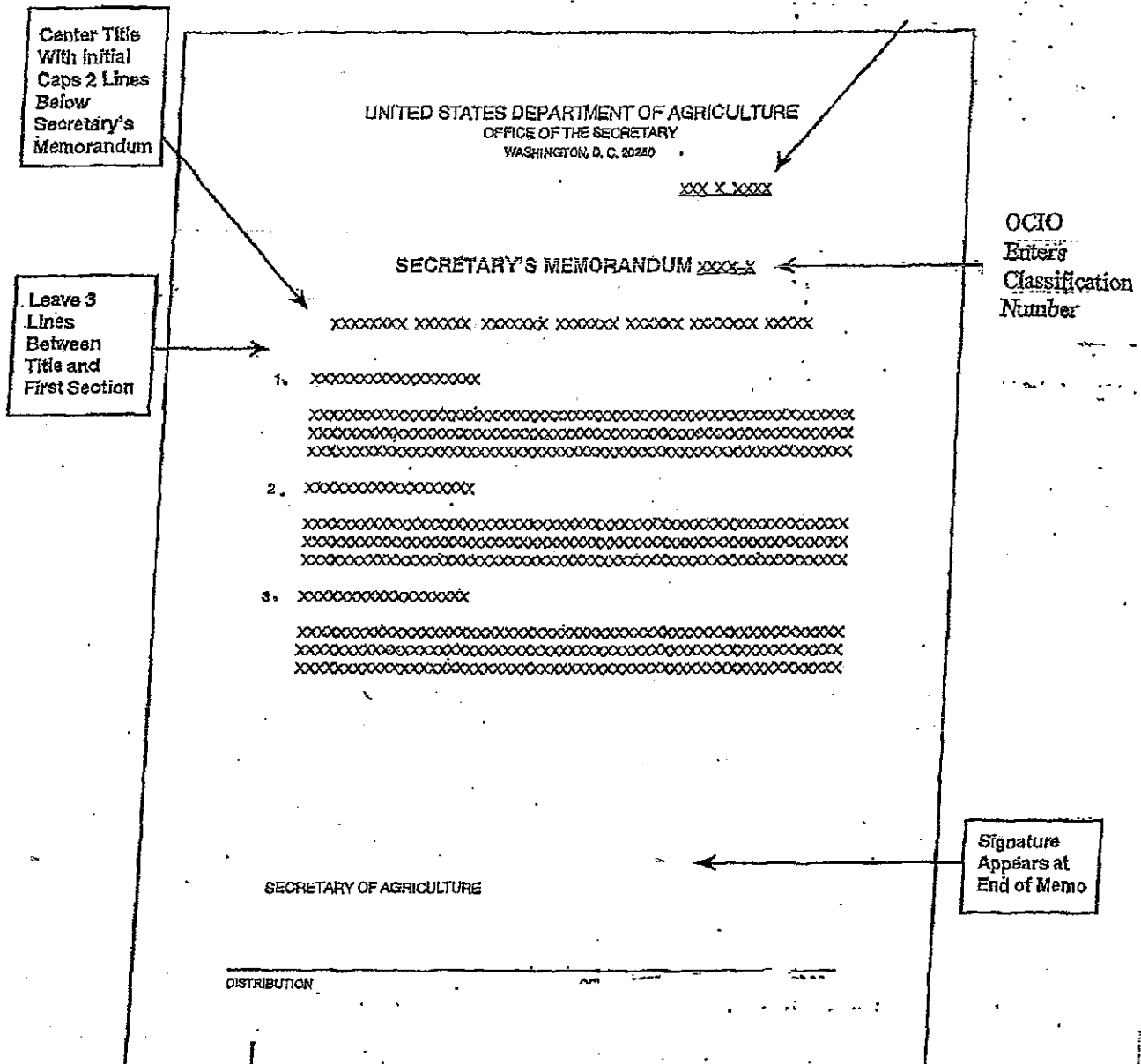


FIGURE 9

SAMPLE FORMAT FOR AMENDMENTS TO DEPARTMENT MANUALS

U.S. DEPARTMENT OF AGRICULTURE
WASHINGTON, D.C. 20250

AMENDMENT NO. <u>1</u> TO DEPARTMENTAL MANUAL		Number: XXXX-XX
SUBJECT: XXXXXXXXXXXXXXXXXXXX	DATE OF AMENDMENT: XXXX XX XXXX	
	OPI: XXXXXXXXXXXXXXXXXXXXXXXX XXXXXXXXXXXXXXXXXXXX	

1. PURPOSE

This amendment transmits revised pages to Departmental Manual XXXX-XX.

2. EXPLANATION OF THE CHANGE

Section 2d is added to state that USDA agencies must ensure compliance with the All procedures listed in the latest Forms Manual.

2. FILING INSTRUCTIONS

Remove Page(s)

1 dated XXXX XX XXXX
2 dated XXXX XX XXXX

Insert Page(s)

1 dated XXXX XX XXXX
2 dated XXXX XX XXXX

APPENDIX A

DEFINITIONS

- a. Agency. Organizational units of the Department, other than staff offices as defined in 9s below, whose heads report to officials within the Office of the Secretary, Deputy Secretary, Under and Assistant Secretaries.
- b. Agency Directives. Issuances that originate within Department agencies or staff offices as interpretations of internal or external directives, or enabling legislation.
- c. Amendment. A change to part of a Departmental Manual.
- d. Camera Copy. The final approved version of a directive that is ready for reproduction.
- e. Classification. The arrangement of directives into categories and subcategories according to their subject matter. In the Departmental Directives System, categories are identified and their subdivisions logically related by a numbering system.
- f. Classification Code. A number indicating the basic subject matter of a specific directive; e.g., code 1041 indicates that the subject of a directive is committee management.
- g. Classification Number. The number that uniquely identifies each Departmental directive. It consists of a series designator, a classification code, and a serial number; e.g., DR 1041-001 would be the first Departmental Regulation on committee management.
- h. Codification. The issuance of a directive, appropriately numbered, in permanent form, or the conversion of a temporary directive to permanent issuance.
- i. External Directives. Federal regulations, Executive Orders, or other issuances that originate outside USDA but may apply to USDA operations.
- j. Format. The design of directive pages for positioning constant information such as directive number, subject, OPI, date, page number, margins, etc.
- k. Head. Agency Administrator or office director, or the person acting as head.

- l. Mandatory Clearance Office. A clearance office that directives must be cleared through prior to issuance.
- m. Office of Primary Interest. The office responsible for the origination and content of a directive related to a particular function or program.
- n. Office of the Secretary. This term includes the immediate office of the Secretary, the Deputy Secretary, the Under and Assistant Secretaries.
- o. Rescission. The cancellation of a directive.
- p. Revision. A complete rewrite and reissuance of an existing Departmental Regulation or Manual.
- q. Secretary. The Secretary of Agriculture.
- r. Series Designator. An alphabetical abbreviation indicating the Series of a particular Departmental directive (e.g., DR, DM, DN, SA, SM).
- s. Signature Authority. The office/person that approves the directive in accordance with delegated authorities and assigned functions
- t. Staff Office. Departmental administrative offices whose heads report to officials within the Office of the Secretary.

APPENDIX B

ABBREVIATIONS

AD	Agriculture Department (for forms use only)
AML	Automated Mailing List
ASA	Assistant Secretary for Administration
ASCR	Assistant Secretary of Civil Rights
DM	Departmental Manual
DN	Departmental Notice
DR	Departmental Regulation
DSLO	Directives System Liaison Officer
ITM	Information & Technology Management
M&RMD	Mail and Reproduction Management Division
OBPA	Office of Budget Program and Analysis
OC	Office of Communications
OCIO	Office of the Chief Information Officer
OGC	Office of the General Counsel
OHCM	Office of Human Capital Management
OO	Office of Operations
OPI	Office of Primary Interest
SCTMPI	Service Center Technology Modernization Project Information
SA	Secretary's Announcement
SM	Secretary's Memoranda